



Hear something (through/on) the grapevine

to hear something from someone who has heard it from someone who has heard it from someone, basically, gossip

- I **heard on the grapevine** that Stacy and Mark are getting a divorce.
 - She **heard through the grapevine** that he was looking for a job.
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In black and white

if you say that something is in black and white, you mean that you have proof, a written proof of it

- We have a clear rule **in black and white** that this action is illegal.
 - I have it **in black and white** that I can take three weeks of vacation each year.
 - It was there, **in black and white**. I did it. I wrote it.
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In the loop

a part of a group who have information about a specific thing

- Not many people knew what was going on but the president was certainly **in the loop**.
 - If you want to be **in the loop** all the time, you can say, send me everything.
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Communicating



Keep someone posted

if you keep someone posted, you continue giving them all the latest information about a situation

- She made me promise to **keep her posted** on everything while she was in London.
- **Keep me posted** on everything and best of luck to you

Keep someone posted = **keep someone in the loop** about something

Let the cat out of the bag

to disclose a secret, often by mistake

- How did she know about it? Who **let the cat out of the bag**?
- I know you don't want to **let the cat out of the bag** before the speech.

Put someone in the picture

if you put someone in the picture, you tell them about something they need to know about

- Before you start working, let me **put you in the picture** and tell you how this office works.
- Just make sure you **put the boss in the picture** about the progress of this project. He needs to know every detail.
- Come to life. **Put yourself in the picture.**

Communicating



Spill the beans

to reveal a secret

- He was afraid that I was going to **spill the beans** to the police.
- We planned a surprise party for him, but Kate accidentally **spilled the beans** to him at work.

Touch base

if you touch base with someone, you contact them and you get in touch after a long time

- I was just calling to **touch base** since I haven't heard from you for a long time.
- I will ask my friend to **touch base** with you and see if he could help.

to contact or get in touch with someone generally

- I will ask my friend to **touch base** with you and see if he could help.

Fill in the blanks.

Sometimes, even your friends



Communicating